



MASTER DIRECTIVES FILE
UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1070.3E
PERS
11 DEC 1995

BASE ORDER 1070.3E

DISTRIBUTION MADE

From: Commanding General
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BY CBynes

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Subj: MARINE CORPS BASE PERSONNEL LOCATOR SERVICE

Ref: (a) NAVCOMPAN Vol 3 (NOTAL)

1. Purpose. To publish instructions on the operation and control of the Marine Corps Base Personnel Locator Service.

2. Cancellation. BO 1070.3D.

3. Information

a. A personnel locator service is established to provide telephone personnel locator service to Marine Corps Base, Camp Lejeune. This service is limited to the military addresses of active duty Marine Corps personnel. Locator requests will be limited to one name per telephone call. Military personnel should utilize the personnel locator assets available within their respective command/organization vice requesting assistance from the Base Personnel Locator.

b. All telephonic or written requests from civilian business establishments or commercial firms requesting the location of a particular active duty individual will be referred to the Base Personnel Locator Service for appropriate action.

c. Per the reference, civilians or non-federal government affiliated organizations requesting the location of former Marines, or Retirees must send a check in the amount of \$3.50 (per name) made payable to the U.S. Treasurer to the following address:

Commandant of the Marine Corps (MMSB-10)
Headquarters, U.S. Marine Corps
2008 Elliot Road, Suite 201
Quantico, VA 22134-5030

Active duty Marines, former Marines, Retirees, and federal government affiliates (e.g. on base financial institutions, etc) requesting information on other non-active duty Marines may call the Worldwide Locator Service at (703)784-3942 and request information at no charge once the caller's status is confirmed by the operator.

d. Requests for information on current, or former civilian government employees who work(ed) in the Camp Lejeune area must be sent to the following address:

Satellite Officer Manager
Civilian Human Resources Office-East
Camp Lejeune Satellite Office
33 Holcomb Boulevard
Camp Lejeune, NC 28542-2508

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MCB WITHIN 48 HOURS

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4. Action

a. Base Military Personnel Office. The Base Military Personnel Officer is responsible for operating the Base Personnel Locator Service at Camp Lejeune between the hours of 0730 - 1600 on normal working days.

b. Base Command Duty Officer. The Base Command Duty Officer will provide the Personnel Locator Service after normal working hours. Calls received during that time will be limited to long distance, emergencies and official requests from duty personnel. Business establishments or commercial firms will be informed to contact the Base Locator Service on the next working day.



W. V. MORRIS
Acting Chief of Staff

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